

## DBS ID CHECKING: COVID-19 GUIDANCE

When validating ID documents as part of the DBS process, it is necessary to carry the examination out face-to-face. Under the current policy, the ID checker must be in physical possession of the original documents so they can be checked for indicators of fraud.

As a result of Covid-19 and order to comply with social distancing, all ID checks should be conducted in line with the [Covid-19 guidelines for tennis venues](#) that have been provided by the LTA. If ID checkers are unable to comply with these guidelines it is recommend that the ID check does not take place.

The following measures should also be followed when conducting an ID check:

- Do not conduct the ID check if you or the applicant is self-isolating.
- Maintain social distancing during the ID check. This means the applicant should be asked to put their ID documentation on a table and move away so that you can pick it up for inspection.
- Avoid touching your face after handling documentation and wash your hands thoroughly before handling documents, and once you have finished.
- Clean any equipment thoroughly after it has been used as part of the ID check (e.g. laptop).

If you do not feel comfortable conducting the ID check for any reason, you do not need to confirm the appointment. Simply advise the applicant of your decision and let them know they will need to book with another ID checker or a local [participating Post Office](#).